

## 1. Seat Height

Adjust the seat so that your feet are flat on the floor. Do not allow your feet to dangle! Make sure it is not so high that it puts pressure on the back of the thighs.

To raise the seat - Take your weight off the chair, pull up on the height lever (middle lever), allow the seat pan to rise to the desired height and release the lever.

To lower the seat - While seated, pull up on the height lever (middle lever), allow the seat pan to lower to the desired height and release the lever.



## 2. Seat Angle

Adjust the angle of the seat to a comfortable position. Open the angle between the body and the legs, while keeping the knees lower than the hips. This position may feel awkward at first, so experiment until it feels right.

With both feet flat on the floor, push down on the seat angle lever (front lever) until it stops, and rock until you find a position that is comfortable for you. Pull the lever up and the seat will lock in place.



When the lever is in its lowest position, there will be free float movement. This should only be used when reading or relaxing, not during task intensive work. So experiment until it feels comfortable.

## 3. Seat Tension

Adjust the free-float movement of the seat pan for the weight of the individual using the chair. A lightweight person will need less tension than a heavier person.

This adjustment should not be made while seated in the chair.

Turn the knob counterclockwise to loosen; clockwise to tighten.

**Note: The knob is easiest to turn when the chair is tilted forward.**



## 4. Back Depth

The depth of the backrest should be adjusted to provide proper support for the individual. For the shorter person, the backrest should be moved in to provide support; for the taller person, it should be moved out.

To loosen the Quick-lock™, raise the Quick-lock™ lever up to the unlocked position and move the backrest in or out. Position the backrest depth at the appropriate location and then press the Quick-lock™ lever down to the locked position.



## 5. Back Height

Adjust the backrest so that the contoured part is positioned in the small of your back (the lumbar area).

With both hands as shown, lift the backrest straight up. As the backrest moves up it will "click" in 1/2 inch increments, (totaling seven "clicks"). Stop at any of these "clicks". When you've reached the highest point, the backrest will lower itself to the lowest position.



## 6. Back Angle

Adjust the angle of the backrest to provide firm support to the back.

Pull up on the backrest angle lever (rear lever), move the backrest to the proper angle, and release the lever.

**Note: Do not apply pressure on the backrest while pulling up on the lever.**



## 7. Arm Width

The armrests should be adjusted slightly wider than the shoulder width of the user for maximum support.

Loosen the knob under the armrest (located under the seat) slightly, slide the armrest to the desired width and securely tighten.

Two different width ranges are provided by placing the arm knob in one of two different hole patterns located on the arm bracket.



## 8. Arm Height

The arm should be at a height level with or slightly above your keyboard to allow your wrists to remain straight.

To adjust the height of the arm, press in on the oval button located on the outside of the arm and hold in button while you slide the arm up or down. Release the button when the desired height is reached.



## 9. Arm Swivel

The armrests should be angled to support the forearm while working. They can also be rotated to the back to allow the user to get closer to their work surface.

The swivel adjustment is made by lifting the arm pad at the center of the armrest post (indicated by grooves on the underside of arm pad) and rotating to the desired position. Press down to lock the armrest into position.



## 10. Lumbar Pump™

This allows for variation in the support of the lumbar area. Inflate to desired firmness.

To inflate the lumbar area, place fingers underneath the lever indicated above and lift repeatedly until you feel the correct support. To deflate the lumbar, press down and hold the lever to release the air.

Air bulb models: pump the bulb until you feel the correct support. To release air, push button in, and the air will automatically release.



# NeutralPosture

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